



## **Apprenticeship Training Grant Procedures and Application Requirements**

The Apprenticeship Training Grant is an opportunity for businesses to increase participation in their apprenticeship or pre-apprenticeship program to increase the skill level and proficiency of their employees and will promote an increase in production efficiency.

The Apprenticeship Training Grant (ATG) period will run between June 30, 2017 and June 30, 2018. All grant awards are subject to competitive funds which will be available effective June 30, 2017. Training cannot begin before June 30, 2017 and cannot extend past the grant period without prior approval from the Central Office of the Tennessee Department of Labor-Workforce Development.

Companies expressing interest in the ATG should work with their Local Workforce Development Areas (LWDAs) (<http://www.tn.gov/workforce/topic/find-local-help>) to determine eligibility and apply for funds. To be qualified for grant approval businesses must: 1) already participate in a registered apprenticeship program that has been certified with the [USDOL Office of Apprenticeship](#) or 2) be requesting assistance for a pre-apprenticeship program.

LWDAs will determine eligibility for first or second year apprentices by using the approved Apprenticeship Training Grant Application (Attachment 1) and should receive from the business a detailed description of the funding request and assess the needs of the company before a grant contract is signed.

LWDAs will also use Attachment 1 for eligibility of pre-apprenticeship requests.

Businesses that are utilizing apprenticeship or pre-apprenticeship programs may also be eligible for On-the-Job Training (OJT) funds as well. A determination can be made by additionally submitting the On the Job Training Application (Attachment 2) to the LWDA during the grant period.

### **Business Requirements:**

- Businesses will be required to match a minimum of 50% of the requested training costs.
- Applications will go to the appropriate Local Workforce Development Area (LWDA) for approval. If approved, the business submitting the application will enter into an appropriate contract with the LWDA who will then administer all aspects of the program.
- Apprenticeship funds are awarded to businesses based on their need.

- For grants up to \$25,000 no additional oversight by the State is required.
- Requests exceeding \$25,000 will require review from the State to ensure the utilization of funds is appropriate and in accordance with regional and local plans.
- Applications should include the actual begin and end dates for training. Training cannot begin before June 30, 2017 and cannot extend past June 30, 2018. Extensions may be approved for apprenticeship programs lasting more than one (1) year based on the needs of the training and the availability of funds. There is a reasonable expectation that training will begin on or around the date given in the application. Training done before contracts have been signed by both parties (LWDA and the Businesses), or training that has occurred after close of contract will not be reimbursed.
- Approved budget items are reimbursed upon presentation of adequate documentation of the training and evidence that the training expense incurred has been paid. Tools and/or safety equipment are reimbursed upon receiving of itemized receipts.
- Businesses will keep accurate records of the project's implementation process and certify that all information provided for the purpose of requesting reimbursements and reporting training activity is accurate and true.

### **OJT Participant Requirements:**

- Be an eligible WIOA dislocated worker participant.
- Be entered into the Virtual One Stop (VOS) system and are included in State performance calculations.
- Determined to be an appropriate OJT candidate based on an individual's current skills and analysis of acquisition of skills required by employer for competency in the occupation that trainee does not already possess.

### **Reimbursement:**

- Reimbursement will be performance based with specific measurable outcomes with apprenticeship Training and or OJT, leading to continuous employment.
- Approved Budget items are reimbursed upon presentation of adequate documentation of the training and upon evidence that the training expense incurred has been paid.
- Equipment purchases i.e. welders, computers, etc., will not be an allowable cost. Tools and/or safety equipment for first year apprentices will be allowed. Wage cap for OJT reimbursement may not exceed 6 months and \$50,000.



Department of  
**Labor & Workforce  
Development**

Workforce Services

## Apprenticeship Training Grant Application

### SECTION 1: ORGANIZATION/COMPANY INFORMATION

<b>Company/Organization Name:</b>	
<b>Mailing Address:</b> (City, State, Zip)	
<b>County:</b>	
<b>Contact Person (title):</b>	
<b>Phone:</b>	
<b>E-mail:</b>	
<b><u>Actual</u> start date of training:</b>	
<b><u>Actual</u> end date of training:</b>	
<b>What skills will you train apprentices in?</b>	
<b>Is this application for pre-apprentice training?</b>	
<b>If yes, provide information on sponsor(s) if different from above sponsor</b>	
<b>If pre-apprenticeship who will provide the training?</b>	
<b>Is this program registered with the USDOL Office of Apprenticeships?</b>	
<b>Is this a joint Labor Management Apprenticeship program?</b>	
<b>Number of training hours per apprentice?</b>	
<b>Amount of funding requested?</b> (not to exceed \$25,000)	
<b>How many to be trained?</b>	
<b>LWDA #</b>	

## SECTION 1: ORGANIZATION/COMPANY INFORMATION CONTINUED

- A. Attach a brief explanation of the proposed training and how these grant funds will be used. (i.e. tools, safety gear, classroom instruction, training leading to certification and/or journeyman status, and pre-apprenticeship etc.)
- B. Attach a spreadsheet that provides the following information regarding your Apprenticeship Training project:
  - Apprentice(s) name(s), name of employer or Company/Organization (if employed), Apprenticeship program, date of hire, type of training and number of training hours. For pre-apprentice: student(s) name(s), name of employer or Company/Organization sponsoring training and provider of training.

## GRANT AWARDS

- Organization/company approved for funds enter into a contract with the Local Workforce Development Area which guarantees the completion of the training project as proposed in their application.
- Organization/company will be required to match a minimum of 50% of the requested training costs.
- Approved budget items are reimbursed upon receipt of adequate documentation and evidence that the training expense incurred during the grant period. Example: Tools and/or safety equipment itemized receipts, etc.
- Organization/company will keep accurate records of the project's implementation process and certify that all information provided for the purpose of requesting reimbursements and reporting training activity is accurate and true.

## PROJECT COMPLETION

- All Grant projects shall be performance based with specific measurable outcomes as identified in your training proposal.
- Organization/company shall provide sufficient documentation to the Local Workforce Development Area for identification of all participants and any other outcomes deemed pertinent to the grant administrator.
- Final payment for organization/company receiving Apprenticeship Training Grants will be withheld until the final report is submitted and all performance criteria specified in the grant have been achieved.

**SECTION 2: CLASSROOM TRAINING PROPOSED BUDGET**

<b>A Budget Category</b>	<b>B Grant Award \$</b>	<b>C Match 50% of Column B Total</b>	<b>D Total \$</b>
Instructor/Tuition/Classroom training			
Materials/Supplies			
Tools/Safety Gear			
Equipment (Computers, Welding Equipment, Infrastructure)	Cannot fund with ATG Award		
Travel/Food/Lodging	Cannot fund with ATG Award		
Apprentice wages & benefits	Cannot fund with ATG Classroom Training Award		
<b>Totals</b>			

The Company/Organization must Match 50% of Column B total to the training project to receive an Apprenticeship Training Grant award.

Examples of organization/company contribution include, but are not limited to expenses associated with: Instruction/tuition; materials/supplies; the use of space and equipment during the training project (please show calculation used to assign a value); and trainees' wages (including benefits) of apprentices during training.

NOTE: Any modifications to the budget after approval will have to be re-authorized before expense is incurred. All Apprenticeship Training Grant contracts are based on cost reimbursement principles.

All grants are awarded through a competitive process and are subject to the availability of funds.

Submit Apprenticeship Training Grant Application to your Local Workforce Development Area.

**SECTION 3: CERTIFICATION BY AUTHORIZED ORGANIZATION/COMPANY  
REPRESENTATIVE**

*[Note: The individual signing the application below must have the authority to enter into contracts on behalf of the applying organization/company.]*

As an authorized representative of the organization/company listed above, I hereby certify that the information listed above and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved through this program.

--

Business/Organization

--	--

Signature

Title

--	--

Print Name

Date



Department of  
**Labor & Workforce  
Development**

Workforce Services

## On the Job Training Application

1. Details needed to generate an OJT contract:

<b>Organization/Company Name:</b>	
<b>Address:</b> (City, State, Zip & County)	
<b>Amount Requested:</b> (not to exceed \$50,000)	
<b>New jobs created over next 1 year period:</b>	
<b>Projected hourly OJT wage per participant:</b> (up-to 50% of hourly wage)	
<b>Projected number of participants to be served:</b>	
<b>Projected hours in OJT per participant:</b> (not to exceed 6 months)	

**Total Grant not to exceed \$50,000**

Contract time line:

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

LWDA#: \_\_\_\_\_ Director's Name: \_\_\_\_\_

2. **Budget Detail.** Please attach one-page budget that includes the amount of funds for wage reimbursement. NOTE: Administrative functions will not be charged to these grant dollars.

All participants under this grant must be eligible WIOA dislocated worker participants that have the necessary skills gaps to warrant appropriate OJT to acquire the required employer competency in the occupation. There will need to be appropriate eligibility determination, performance and data collection on all participants enrolled in this grant.

The LWDA Director signature and date below assures that all WIOA OJT regulations and requirements will be adhered to.

\_\_\_\_\_  
Local Workforce Development Area – Director's Signature

\_\_\_\_\_  
Date